



**AGENDA**  
**REGULAR MEETING**  
**BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE**

**MAY 1, 2025**

**6:30 P.M.**

**Emergency Operations Center (EOC)**

**537 Kelly Avenue**

**Half Moon Bay, CA 94019**

This agenda contains a brief description of each item to be considered. Those wishing to address the Bicycle and Pedestrian Advisory Committee (BPAC) on any matter not listed on the agenda, but within the jurisdiction of the BPAC, may come forward to the podium during the Public Forum portion of the agenda and will have a maximum of three minutes to discuss their item. Those wishing to speak on an agenda item are asked to fill out a speaker card. Speaker(s) will be called forward at the appropriate time during the agenda item in consideration. Please provide a copy of prepared presentations to staff.

Copies of any written documentation relating to an item of business on the agenda are on file at City Hall where they are available for public inspection. If requested, the agenda shall be available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132.) Information may be obtained by calling (650) 726-8271.

In compliance with the Americans with Disabilities Act, special assistance for participation in this meeting can be obtained by contacting the City Clerk's Office at (650) 726-8271. A 48-hour notification enables the City to provide reasonable accommodations to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II).

**I. INTRODUCTION**

- a. Roll Call
- b. Review Agenda
- c. Acknowledge 3/6/25 BPAC Special Meeting Notes

**II. PUBLIC FORUM – NON-AGENDA ITEMS**

Members of the public are invited to speak about any items not on the agenda.

**III. AGENDA ITEMS**

- a. Draft BPAC Bylaws Update

[ATTACHMENT A - DRAFT BYLAWS](#)

- b. Draft FY 2025-26 Capital Improvement Program

**IV. STAFF ANNOUNCEMENTS**

**V. ADJOURNMENT**

**City of Half Moon Bay**  
**Bicycle/Pedestrian Advisory Committee Bylaws**  
(Amended June 17, 2025)

**Article I: Name and Authorization**

- A. Name
  - 1. The name of the Committee shall be known as the Bicycle/Pedestrian Advisory Committee (BPAC), herein after referred to as the "BPAC".
- B. Authorization and Term
  - 1. The BPAC exists by the authority of the Half Moon Bay City Council.
  - 2. The Bicycle/Pedestrian Advisory Committee shall continue for as long as the City Council deems necessary or desirable.

**Article II: History and Purpose**

The Bicycle/Pedestrian Advisory Committee (BPAC) was formed to advise the City Council, Planning Commission, and Parks and Recreation Commission regarding the:

- 1. Development, maintenance, and implementation of the City's Bicycle/Pedestrian Master Plan (BPMP) and
- 2. Implementation of the City's General Plan Complete Streets Policy for circulation system improvements and programs to encourage cycling and walking as a means of transportation and recreation.

The Committee also supported updates of the City's General Plan and Local Coastal Program (LCP). Because the City's master planning intersected with unincorporated San Mateo County, the City Council allowed non-City residents and members of the Parks and Recreation and Planning Commissions to serve, resulting in a ten-member BPAC. When the City Council adopted the BPMP in September 2019, BPAC's original mission was fulfilled. The City evaluated the future form and function of the BPAC, leading to a revision of the BPAC bylaws in 2021.

### Article III: BPAC Membership

#### A. Members

1. The BPAC shall be comprised of six (6) members appointed by the City Council plus one member representative of the Cabrillo Unified School District, for a total of seven (7) members.
2. Committee members will be selected based on their qualifications and willingness to serve. Members will be selected without regard to race, creed, national origin, religion, age, gender, marital status, sexual orientation, gender identity, veteran status, or disability.
3. To the greatest extent possible, the Committee will be comprised of an equitable representation of city residents according to the demographic ratio of the city. In consideration of the Americans with Disabilities Act, efforts should be made to include members with disabilities. Members shall be from the following stakeholder interests:
  - a. Two (2) walking enthusiasts;
  - b. One (1) commuter cyclist;
  - c. One (1) recreational cyclist;
  - d. One (1) senior representative;
  - e. One (1) youth representative; and
  - f. One (1) representative of the Cabrillo Unified School District appointed by the District.

#### B. Eligibility

1. Members of the BPAC must be residents of Half Moon Bay and frequently utilize pedestrian and bicycle facilities throughout the City.

#### C. Term of Appointment and Removal

1. The term of the appointments for the senior representative, youth representative, and the Cabrillo Unified School District representative shall be three (3) years.
2. The term of the appointment for all other representatives shall be four (4) years.
3. Vacancies shall be filled for the unexpired portion of the term of the member being replaced.
4. Members may be reappointed but will be considered along with other new applicants.
5. Any member of the BPAC may be removed from the BPAC by a majority vote of the City Council at a regularly scheduled City Council meeting.

#### D. Vacancies

1. A member's position may become vacant when any of the following occur:
  - a. A member is absent from three consecutive meetings or 50 percent of the scheduled meetings in a given calendar year.

- b. When a member no longer meets the membership requirements.
  - c. When a member's term expires.
  - d. When a member resigns.
2. The Chairperson shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the City Clerk, who will notify the City Council.
  3. Should a resignation be submitted to staff, the staff member so notified will immediately inform the Chairperson and the City Clerk.

## **Article IV: Organization**

- A. Officers
  1. The BPAC shall elect from its members a Chair and Vice Chair.
  2. Officers shall be elected for a term of one (1) year at the first meeting held after January 1st of each year.
  3. Officers may serve more than one term.
  4. The officers shall perform the duties as prescribed by these bylaws.
- B. Quorum
  1. A majority of the BPAC shall constitute a quorum for purposes of holding a meeting or taking any action.
- C. Voting Rights
  1. Each member shall be entitled to one (1) vote and shall cast that vote on each item submitted. Proxy votes and absentee ballots shall not be permitted. A Member shall only abstain from a vote when the Member has a valid conflict of interest.
- D. Removal of Officer
  1. When an officer has been absent or has not performed the duties of that office for three consecutive meetings, the officer may be removed from their position with a majority vote from the Committee at a regularly scheduled meeting. The Committee may then elect a new officer.

## **Article V: Duties of Officers**

- A. Duties of the Chairperson
  1. To conduct meetings of the BPAC as its chairperson:
    - a. Ensure that consideration of items on the agenda moves without delay.
    - b. Ensure that petitioners, proponents, and opponents are heard but not allowed to disrupt the meeting.
    - c. Ensure that decorum is maintained at the meeting.
    - d. In presiding over matters where the public has provided comments and/or raised questions, the Chairperson should:
      - (i) Direct questions or comments requiring a response to staff for a response.
      - (ii) Ensure that staff and members of the public direct their comments to the chair.

- (iii) If necessary, help keep member questions relevant to the matter being considered by the BPAC.
    - (iv) If necessary, consider calling for a brief recess if orderly conduct of the meeting is disrupted.
    - (v) Announce the decision of the BPAC on all subjects.
  - 2. To ensure that each member of the BPAC is provided with an opportunity to completely express their views on items of business, the Chairperson should:
    - a. See that members ask to be recognized by the Chairperson before speaking.
    - b. Ensure that each member is given the opportunity to fully express his/her views.
  - 3. The Chairperson shall designate the chair of all sub-committees, standing and special.
  - 4. It is the Chairperson's responsibility to ensure compliance with the Bylaws. The City Attorney or his/her designee will address specific questions regarding conflict of interest.
- B. Duties of the Vice-Chair
- 1. In the absence of the Chairperson, the Vice-Chair shall perform the duties of the Chairperson
- C. Duties of the Members
- 1. Arrive on time for all BPAC meetings.
  - 2. Review all meeting materials in preparation for the BPAC meetings.

## **Article VI: BPAC Operations**

- A. The BPAC is an advisory committee and shall have no authority other than as stipulated by the Bylaws and approved by the City Council.
- B. All meetings and members will adhere to the requirements of the Ralph M. Brown Act.
- C. All BPAC decisions must be made at a properly noticed meeting.
- D. No business may be transacted by the BPAC unless a quorum of the members is present (majority of those currently appointed).
- E. Members shall be notified by email and/or by public posting 72 hours in advance of a meeting. All meetings are open to the public.
- F. Regular Meetings
  - 1. The BPAC shall hold meetings as necessary to complete its business. Meetings shall be held in a public setting, on a weeknight, no earlier than 6:00 p.m.
  - 2. Meetings may be cancelled for a lack of a quorum.
  - 3. All BPAC meeting notices and agendas are to be provided to the City Clerk.
- G. Voting
  - 1. A motion, second, and a majority vote of the BPAC shall be required for any formal

- action of the BPAC.
2. Any vote of abstention must clearly indicate for the record the basis for the abstention including any conflict of interest.
- H. The Chairperson, with the approval of a majority of the BPAC, may change the order of items on an agenda.
- I. Public Participation
1. Members of the public are encouraged and invited to participate in the meeting process by submitting written comments before the meeting or speaking in person at a meeting.
  2. Individuals who wish to speak should submit a speaker card to the recording secretary at the appropriate time.
  3. Time Limits for public comment:
    - a. Individual Speakers - three minutes is customary; the Chairperson may waive the limit providing it is for all speakers on an agenda item.
    - b. The Chair may, at his/her discretion, limit the amount of time allotted to the speaker(s) when needed.
  4. Members of the public are invited to speak at the podium to ensure all attendees can hear and so the comments can be captured on the recording.
  5. Members of the public are expected to respect other members of the public as well as the BPAC and staff during public meetings by acknowledging and adhering to the rules for public comments and participation. Members of the public may not approach the dais during the meeting at any time for any reason. Disruption of a meeting may be cause for removal by a member of the Sheriff's Department.
  6. It is the intent of these rules to allow everyone to be heard without fear of jeers or cheers that may discourage public participation. For this reason, these rules are taken seriously. Disruptive or unruly behavior may result in removal from the BPAC meeting.
- J. Action Minutes
1. The BPAC shall use Action Minutes (action minutes record the action taken by the BPAC and contain very little, if any, narrative content) to record their proceedings.
  2. Motions and votes are shown in the record.
  3. Media recordings may be used to provide a verbatim record of meetings.
- K. Conflict of Interest
1. The Political Reform Act, implemented, regulated, and enforced by the Fair Political Practices Commission (FPPC), controls financial conflicts of interest.
  2. Recognizing that not all conflicts of interest are financial, and that non-financial interests can also create a disqualifying conflict of interest under the common law, members should immediately consult with the City Attorney at the earliest opportunity for advice on whether a non-financial interest may constitute a disqualifying conflict of interest.
  3. With full consideration of the City Attorney's advice, it is up to each individual member to decide for him/herself whether there is a conflict of interest.

4. A member shall not vote on any matter on which he/she has a conflict of interest.
5. A member shall openly state the reason for his/her conflict of interest.
6. A member who is disqualified by a conflict of interest shall recuse him/herself, explain the basis for the recusal as required by law, step away from the dais, and leave the room during the discussion and deliberation of the item.

L. Committee Member Conduct

1. Members shall:
  - a. Put constituents foremost at all times.
  - b. Treat each other, staff, and members of the public with dignity, courtesy, and respect.
  - c. Encourage and/or ensure that the public treats the BPAC, staff, and members of the public with dignity, courtesy, and respect.
  - d. Be attentive to others, limiting interruptions and distractions.
  - e. Encourage diverse viewpoints in deliberations while being mindful not to prolong discourse or block consensus.
  - f. Agree to respectfully disagree.
  - g. Keep comments clear, concise, and on topic.
  - h. Start and end meetings on time, work from the agenda.
  - i. Present problems in a way that promotes discussion and resolution.
2. Reimbursements
  - a. Members shall not receive reimbursements for any expenses incurred unless such expenses are incurred with the prior written approval of the City Manager.
3. Members are subject to all provisions of City Policies.

M. BPAC - Staff Relations

1. Individual members may make requests of City staff through the City Manager or Department Head for limited research and information without the formal concurrence of a majority of the members' colleagues. Requests that require significant staff time may be referred to the full BPAC and only pursued if supported by motion of a majority of the BPAC and approval by the City Council. The City Manager should be kept aware of all requests.
2. Committee members should direct any questions on staff reports to the City Manager or designee.
3. Clarifications or technical questions will be answered before the meeting whenever possible.

N. Agenda Item Submission

1. The City Council, City Manager or their designee may place matters on the BPAC agenda based on the direction and priorities of the City Council.
2. Member:
  - a. During a noticed public meeting, a member may request an item be considered on a future agenda and if seconded and approved by motion, staff will prepare a staff report.
  - b. A member may submit a written request to place an item on an agenda. The

Committee will place the request on the agenda of the next regular meeting for consideration by the Committee as to whether the item is to be agendized.

3. Members of the Public
  - a. A member of the public may request BPAC action in the following ways:
    - (i) Write a letter to the Committee, or
    - (ii) Speak during the Public Comment period at a Committee meeting.
  - b. Upon agreement of a majority of the Committee, the Committee will determine whether to place on a future agenda an item requested by the public.
4. Capacity
  - a. Proposed agenda items that require significant staff time or budget expenditures require City Council approval before being agendized. Staff will report to the BPAC when a proposed agenda item will require City Council approval before being agendized.

### **Article VII: Staff Assistance**

City of Half Moon Bay staff shall act as a liaison between the BPAC and City Council and will be responsible for setting each meeting agenda.

### **Article VIII: City Council Review of BPAC**

The City Council may review the activities of the BPAC, based on a formal review by the City Manager, to determine if the BPAC should continue its activities.

### **Article IX: Bylaws and Effective Date**

- A. Any recommended changes to the Bylaws by the BPAC will be reviewed by the City Council and, if approved by the City Council, will be filed with the City Clerk's office.
- B. These Bylaws, and any amendments hereto, shall become effective immediately upon adoption by the City Council.
- C. These amended Bylaws have been approved by City Council dated this 17<sup>th</sup> day of June, 2025.